



North Carolina Department of Public Safety

Human Resources


Pat McCrory, Governor
Kieran J. Shanahan, Secretary

Lorrie L. Dollar, Chief Deputy Secretary
Alvin G. Ragland, Director

January 29, 2013

ADMINISTRATIVE MEMORANDUM: 03-2013

TO: DPS Leadership

FROM: Alvin G. Ragland 

SUBJECT: Adverse Weather Leave

Due to the recent inclement weather, Adverse Weather Leave (AWL) has been declared Department of Public Safety management for Friday, January 18, 2013 and Friday, January 25, 2013 consistent with the hours during which local school systems were either delayed or closed early. Employees on prearranged leave, vacation, sick, bonus, etc., shall charge the leave to the appropriate account with no provision for make-up time unless the event for which sick leave was requested did not occur, i.e., doctor's appointment. Additionally, if the employee transfers to another State agency before the AWL is made up, the AWL balance may be transferred as a liability if the receiving agency is willing to accept it. Otherwise, the leave must be charged to the appropriate leave or deducted from the employee's paycheck by the releasing agency.

Recording AWL Taken

When AWL is used, it is recorded in SAP/BEACON using the A/A 9545. The hours result in a liability of hours owed to the State. This liability is stored in the Quota Overview (PT50) as quota type 61 "Adverse Weather Hours Owed."

Only the AWL hours necessary to meet the employee's standard hours for the overtime period should be recorded. For example, a forty (40) hour employee was absent on Monday due to inclement weather and records eight (8) hours of adverse weather leave. The employee then works nine (9) hours on Tuesday, Wednesday, Thursday and Friday. The employee's hours worked for the week and adverse weather leave recorded equal 44 hours, four (4) hours more than what he/she needs to satisfy the standard for the overtime (week) period. The employee should only record four (4) hours of adverse weather leave on Monday, but if they do record eight (8) hours, the system will ignore the four (4) hours that is not needed for the employee to meet their standard for the overtime period (week).

Therefore, it is recommended that for the week in which AWL is used, that the hours of AWL recorded be reduced to an amount such that the employee meets the standard for the week. This is true, even if other leave benefits are used during that week. For example, a forty (40) hour employee is absent on Monday due to inclement weather. The employee works nine (9)

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hours on Tuesday and Wednesday. On Thursday, the employee works five (5) hours and uses three (3) hours of sick leave for a doctor's appointment. The employee works nine (9) hours on Friday. The employee only needs to record five (5) hours of adverse weather leave on Monday.

Monday	5 hours adverse weather leave (instead of 8 hours)
Tuesday	9 hours of time worked
Wednesday	9 hours of time worked
Thursday	5 hours of time worked and 3 hours of sick leave
Friday	9 hours of time worked
Total for the week	40 hours

Making Up and Recording AWL Make up Hours

All AWL is to be made up within 365 days of the occurrence. The standard procedures for when AWL can be made up still apply. Since hours worked in excess of 40 during a workweek would constitute overtime under Federal regulations for FLSA non-exempt employees, it will be necessary for make-up work by non-exempt employees to be limited to the workweek in which the time is lost or in a week when the employee has not worked a full work schedule due to absences such as holidays, vacation, sick leave, civil leave, etc. Non-exempt employees must have advance approval from their supervisor before making up time. Where operational needs allow, management shall make reasonable effort to arrange schedules during such weeks whereby employees will be given an opportunity to makeup time not worked rather than charging it to leave.

Non-exempt employees may use compensatory time to make up for time lost if management approves the overtime in response to bona fide needs for work in excess of forty hours. Managers must use extreme care in determining when overtime work by non-exempt employees is justified and decisions to require overtime shall be based on the demands of the work unit rather than the need for the employee to make up AWL. If there is no bona fide need for overtime, then the make-up time must be limited to weeks when a non-exempt employee has not worked a full 40 hours due to scheduled or unscheduled absences.

Time worked to make up adverse weather leave shall be recorded using the A/A code 9512. Additionally, adverse weather make-up hours recorded using the 9512 code will be processed before leave offsetting. If an employee's total hours in the overtime period exceed the minimum required, any hours of work recorded using Attendance/Absence code 9512 – Adverse Weather Make-up, will be applied to the adverse weather liability before other hours of leave benefits are offset. The use of 9512 is the trigger for this exception to normal processing.

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Additionally, any hours of time worked, A/A code 9500, beyond the minimum required for the overtime period, will be used to repay the adverse weather leave liability before Gap or overtime is paid or compensatory time is accrued, provided no other leave benefits subject to offsetting are used during the work week. For example, a forty (40) hour exempt to overtime employee has eight (8) hours of adverse weather leave. The employee works 45 hours in one week. The additional five (5) hours beyond the standard will first be applied to the adverse weather leave balance. The following week, the employee works 45 hours again. Three (3) hours will be applied to the adverse weather leave balance and the remaining two (2) hours are compensatory hours.

However, for record keeping purposes, the A/A code 9512 should always be used when recording hours worked to make up AWL.

Employees who volunteer to make up time on a holiday shall not receive Holiday Premium Pay or equal time off with pay. Supervisors must approve working on a holiday to make up time.

When hours are worked on a designated holiday either voluntarily or to make up adverse weather leave, the system is not designed to recognize the time entry code for adverse weather leave make-up (A/A 9512) and prevent holiday premium pay. However, per policy, the employee is not entitled to the holiday premium pay. Therefore, the hours worked must be recorded on a different date (a scheduled day off) during that same week in SAP/BEACON with a comment providing the date that the hours were actually worked and that the additional hours were to make up adverse weather leave. The hours will be applied to the adverse weather leave balance and holiday premium pay will not be paid.

Example: An employee works four (4) hours on Good Friday to make up adverse weather leave. The hours should be recorded in SAP/BEACON on the Saturday after Good Friday with a comment that the hours were worked on Friday to make up adverse weather leave. However, due to system limitations, the time had to be entered on another date to prevent holiday premium pay from being paid.

Recovering Overdue AWL Hours

If all AWL is not made up within 365 days, the system will generate a warning message in time evaluation. The staff employee with the Leave Administrator role will need to trigger the recovery of the overdue liability by entering the appropriate Infotype 2012 record.

Per policy, it is the employee's decision to be docked for the remaining AWL hours or use leave in the approved leave hierarchy to repay the liability owed to the state.

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Two subtypes for Infotype 2012 have been created to allow staff with the Leave Administrator role to recover overdue hours owed. Subtype ZAWA will recover the hours from the Approved Leave quota hierarchy. Subtype ZAWL will recover the hours by docking pay. For more details, refer to the Recovering Adverse Weather Owed Job Aid (copy attached) or accessible online at <http://www.osc.nc.gov/training/osctd/help/Time%20Management/Job%20Aids/RecoveringAdverseWeatherOwed.pdf>

It is the supervisor's responsibility to monitor employees' AWL balances and develop plans with employees for making up their AWL balances within the time frames.

Should you have any questions, please contact the work unit HR representative. Thank you.

ARG:MKS

Cc: Secretary Kieran Shanahan
Mr. Frank Perry, Chief Operating Officer
Mr. David Guice, Chief Deputy Secretary
Ms. Lorrie Dollar, Chief Deputy Secretary
Mr. Gerald Rudisill, Chief Deputy Secretary